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*Resubmitted by
Instruction sheet #141
8/16/1963*


4 December 1961


STATINTL

DIRECTOR'S OFFICE

1. All correspondence and papers for the Director of Central Intelligence will be routed through the Deputy Director of Central Intelligence.
2. Correspondence and papers which by law require the approval of the Director of Central Intelligence will be prepared for his signature. Other correspondence and papers concerning policy matters which should, in the judgment of the Deputy Director concerned, be acted on by the Director of Central Intelligence will also be prepared for his signature. In these cases a memorandum or transmittal slip from the Deputy Director concerned will accompany the papers indicating why he feels that approval is required by the Director of Central Intelligence.
3. All other correspondence and papers will be addressed to and prepared for the signature of the Deputy Director of Central Intelligence.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


L. K. White
Deputy Director
(Support)

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